

## Board for Correction of Naval Records

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### What is the Board for Correction of Naval Records?

The "Board" is composed of senior level employees of the Navy department appointed by the Secretary's designee for BCNR matters, the Assistant Secretary for Manpower and Reserve Affairs. The Board consists of a Chairman and approximately 45 members.

BCNR reviews all re-enlistment codes, all general courts-martial discharges, all physical or medical disability discharges, administrative discharges over 15 years old and Summary and Special Courts-Martial discharges over 15 years old. Requests for a change of a Navy reenlistment code must be submitted first to the Bureau of Naval Personnel (Pers-254). Requests involving Marine Corps reenlistment codes should first be sent to Headquarters Marine Corps (Code MMER).

Requests by Marine Corps personnel to remove or change a fitness report must be submitted first to the Performance Evaluation Review Board at Headquarters Marine Corps in accordance with MCO 1610.11A (NOTAL).

Applications for correction of a record must be filed within 3 years after discovery of the alleged error or injustice.

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### What are the applicable statutes/regulations?

The Secretary of the Navy is authorized under 10 U.S.C. § 1552, as implemented by [SECNAVINST 5420.193](#), to correct Navy members' service records when "necessary to correct an error or remove an injustice." This includes fitness reports, performance evaluations, courts-martial, punitive letters, derogatory information, etc.

The instruction includes an overview of the application procedures, an application form (DD Form 149), and a guide to assist in completion of the form.

[U.S. Navy Regulations Article 1126](#), Correction of Naval Records

[SECNAVINST 5420.193](#) Board for Correction of Naval Records

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### **What is the mission of BCNR?**

To hear and adjudicate claims of present and former members of the Navy and Marine Corps.

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### **What is the function of BCNR?**

The function of the Board is to consider applications properly before it for the purpose of determining the existence of an error or injustice and, when appropriate, to make recommendations to the Secretary and to make final determinations on matters delegated to the Board.

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### **What kinds of issues does BCNR review?**

With respect to administrative and special courts-martial discharges, BCNR is the highest level of review within the Department of the Navy. It is the "court of last review".

**You must first attempt to resolve your issue at the lowest level before making application to BCNR for relief.** Applications that cannot be corrected in the normal chain of command or through other administrative action come before the board for possible review.

Navy and Marine Corps members who request review or upgrade of a discharge should seek redress from BCNR for all reenlistment codes, general court martial discharges and ALL discharges older than 15 years. For administrative and special courts-martial discharges within 15 years you should request review from the Naval Discharge Review Board (NDRB).

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### **What issues does BCNR take for final action?**

SECNAV gave BCNR authority to take final action on the following issues:

1. Leave adjustments (including restoration of leave, election of cash settlement for unused leave vice election to carry forward unused leave to a new enlistment or vice versa).
2. Retroactive advancements (enlisted).
3. Enlistment/re-enlistments in higher grades.

4. Entitlement to basic allowances for subsistence's including commuted rations), family separation allowance, travel allowance (including dislocation allowance, dependents' travel, member's own travel expenses; temporary lodging, housing, cost of living, evacuation, mileage and trailer allowances; shipment of privately owned vehicle and household goods and per diem).
  5. Survivor Benefit Plan, Retired Servicemen's Family Protection Plan elections.
  6. Physical disability retirements (including discharge for physical disability with severance pay).
  7. Service re-enlistment/variable re-enlistment and proficiency pay entitlements. Regular re-enlistment and combat arms enlistment bonuses.
  8. Changes in home of record.
  9. Reserve participation/retirement credits.
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#### **What issues does the Secretary of the Navy take for final action?**

- **Contracts and Pay**

10. Entitlement to three months constructive service (show discharged and re-enlisted within three months of normal end of obligated service).
11. Change term of enlistment contract (enlisted and officer).
12. Change date of discharge, length of service, etc. (for entitlement to Veterans Administration benefits) and other changes in discharge or enlistment dates.
13. Allowances listed in Department of Defense, Military Pay and Allowances entitlement Manual and Joint Travel Regulations (including basic allowance for quarters, clothing allowance for enlisted members and uniform and equipment allowances for officers).
14. Special pay items listed in DoD PM including medical, dental and optometry pay, continuation pay for medical officers, variable incentive pay for medical officers, foreign duty pay, diving duty pay continuation pay for nuclear qualified officers and enlisted).
15. Incentive pay items listed in DoD PM (including flight pay, aviation career incentive pay, submarine pay, parachute duty pay, flight deck duty pay, experimental stress duty pay and leprosarium duty).
16. Readjustment pay.
17. Severance pay (other than disability).
18. Miscellaneous payments listed in Dodd PM (including contract cancellation pay and allowances, lump-sum reserve bonus, contract surgeons and allowance for recruiting expenses).

19. Other pay cases; changing USN to USNR or vice versa.

- **Removal of Material**

20. Remove officer fitness report (memo required) and or failure of selection.

21. Remove FitRep on file; (no memo required).

22. Remove letter of reprimand or other derogatory material. Remove medical diagnosis/miscellaneous medical material. Remove derogatory material (show not previously considered for promotion).

22. Remove failure of selection (show not previously considered for promotion).

24. Remove or modify Navy petty officer or Marine non-commissioned officer evaluation reports. remove enlisted fitness reports (Marine) and be considered for remedial promotion board.

25. Delete or modify conduct marks.

26. Expunge record of non-judicial punishment.

27. Show not reduced in rank/rate.

28. Remove mark of desertion; change absent without leave or desertion status.

29. Review clemency discharge.

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- **Review of Discharge of Involuntary Separations**

30. Review dishonorable discharge (issued by general court-martial only).

31. Review dismissal issued by general court-martial only).

32. Review bad conduct discharge (BCD).

33. Review BCD (special court-martial (SPCM). Review BCD SPCM (appeal from Navy Discharge Review Board (NDRB) decision).

34. Review BCD (summary court-martial).

35. Review undesirable discharge (UD) (under other than honorable conditions). Review UD (appeal from NDRB) decision).

36. Review reason for discharge. Review discharge for medical reason.

38. Set aside involuntary retirement discharge separation. Set aside orders for discharge where petitioner is being retained on active duty by court order.

39. Change retirement date for officer or enlisted.

- **Changes in DORs Adjustments of Lineal List**

40. Show continuous service conditions (re-enlistment within three months; enlisted).

41. Change date of acceptance of appointment commission (officer).

42. Change date of rank and effective date of promotion (or appointment) and adjust lineal position in accordance with previous BCNR decision (officer).

43. Other changes in date of rank and effective date of promotion (officer).

44. Adjust lineal list and or date of rank only (officer).

4. Adjust base pay entry date (includes Judge Advocate General Corps; and Naval reserve Officers Training Corps cases).

46. Show appointed to higher grad officer).

47. Show no time lost.

48. Show advanced to higher enlisted rank/rate.

49. Show injury incurred in line of duty, not as a result of own misconduct.

50 Other requests and augmentations

51. Void enlistment.

52. Show transferred to retired list retired reserve.

53. Show transferred to Fleet Reserve Association.

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### **Who can provide me with advice as to how to petition BCNR?**

Most applicants represent themselves, however you may want to retain the services of a private attorney if your case involves complex factual or legal issues. You are responsible for paying for legal advice you receive from a private attorney and you will not be reimbursed from the Navy even if BCNR finds an error or injustice in your record.

Veterans' service organizations, such as American Legion, Veterans of Foreign Wars, Disabled American Veterans, Paralyzed Veterans of America, Vietnam Veterans of America and the Order of the Purple

Heart, at the local, state and national level will also provide consultations or act as your representative before BCNR.

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### **What is the 7-step process BCNR follows when reviewing an application?**

**Step 1:** Applicant, heir or legal representative submits an Application for Correction of Military or Naval Records under the Provisions of Title 10 U.S.C. § 1552 (DD Form 149) and supporting brief to the Board.

**Step 2:** All pertinent records are assembled from various sources including Veterans Administration.

**Step 3:** Appropriate military office may be asked by the Board to provide an "advisory opinion" regarding the claim's merit.

**Step 4:** Examiner reviews applicant's military record, application, brief and any advisory opinion and prepares a summary.

**Step 5:** Board reviews the case and decides if a hearing should be granted or decided without a formal hearing.

**Step 6:** Board's recommendation is forwarded to Secretary of the Navy for his approval. SECNAV may or may not support the Board's decision.

**Step 7:** If SECNAV agrees with the Board, the Navy will implement the correction, including any monetary relief by the appropriate disbursing activity.

### **What happens if BCNR denies my petition?**

If the three-member panel denies your application you will be notified in writing of their decision and the reason for its action.

### **Can I appeal the Board's decision?**

You may request reconsideration of the decision upon presentation of new and material evidence or other matter not previously considered.

### **How do I contact the Board for Correction of Naval Records?**

Board for Correction of Naval Records (**BCNR**) [website](#):

**BCNR's Voice #:** (703) 614-1402

**BCNR's DSN #:** 224-1402 or 224-9857

**BCNR's FAX #:** (703) 614-9857

**Mailing Address:**

Board for Correction of Naval Records  
2 Navy Annex, Room 2432  
Washington, DC 20370-5100

See also, [Naval Discharge Review Board](#)